

**County of San Bernardino  
Department of Behavioral Health**

## **HIPAA Notice of Privacy Practices (NOPP) Policy**

**Effective Date** 5/2004  
**Revision Date** 4/8/08

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**Policy**

It is the policy of the Department of Behavioral Health (DBH) to provide all clients with the HIPAA [Notice of Privacy Practices\(Spanish\)](#) handout, in accordance with the HIPAA *Standards for Privacy of Individually Identifiable Health Information* (Privacy Rule).

**Purpose**

To ensure that DBH clients are informed of their privacy rights and to guarantee compliance with the Privacy Rule.

**Notice of  
Privacy  
Practices  
(NOPP)**

The Notice of Privacy Practices (NOPP) describes how medical information is used and disclosed. It lists client rights regarding protected health information (PHI), as well as legal duties of DBH with regards to PHI. This notice contains an Acknowledgement of Receipt of Notice of Privacy Practices form that the client is to fill out, sign, and return to DBH.

**Note:** The NOPP can be found on the Department's intranet and internet sites.

**Obligation to  
Supply NOPP**

The following are actions to be taken depending on client status:

<b>Client Status</b>	<b>DBH Obligations</b>
New or Returning (has not been seen since before April 14, 2003)	<ul style="list-style-type: none"><li>• Provide the client with the HIPAA Notice of Privacy Practices handout no later than the first date of service</li><li>• Obtain a signed copy of the Acknowledgement of Receipt of Notice of Privacy Practices form</li><li>• File the acknowledgement form in the client's chart under legal section</li></ul>
Emergency	<ul style="list-style-type: none"><li>• Provide the client with the HIPAA Notice of Privacy Practices handout as soon as client is stable</li><li>• Obtain a signed copy of the Acknowledgement of Receipt of Notice of Privacy Practices form</li><li>• File the acknowledgement form in client's chart under legal section</li></ul>

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**Important:** In circumstances when the client refuses to sign the acknowledgement, or signature cannot be obtained, all efforts to obtain a signature must be documented, including the reason for not obtaining a signature.

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- Requirements**      The following are requirements of all DBH clinics and service delivery sites:
- Keep NOPP available at front desk
  - Post current NOPP in a prominent location where clients are able to see and read notice
  - Replace NOPP with revised versions promptly on effective date

**Note:** Copies of the NOPP and each subsequent revision are to be permanently kept on file by the Office of Compliance.

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**Reference**              Code of Federal Regulations, Title 45, Section 160-164

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